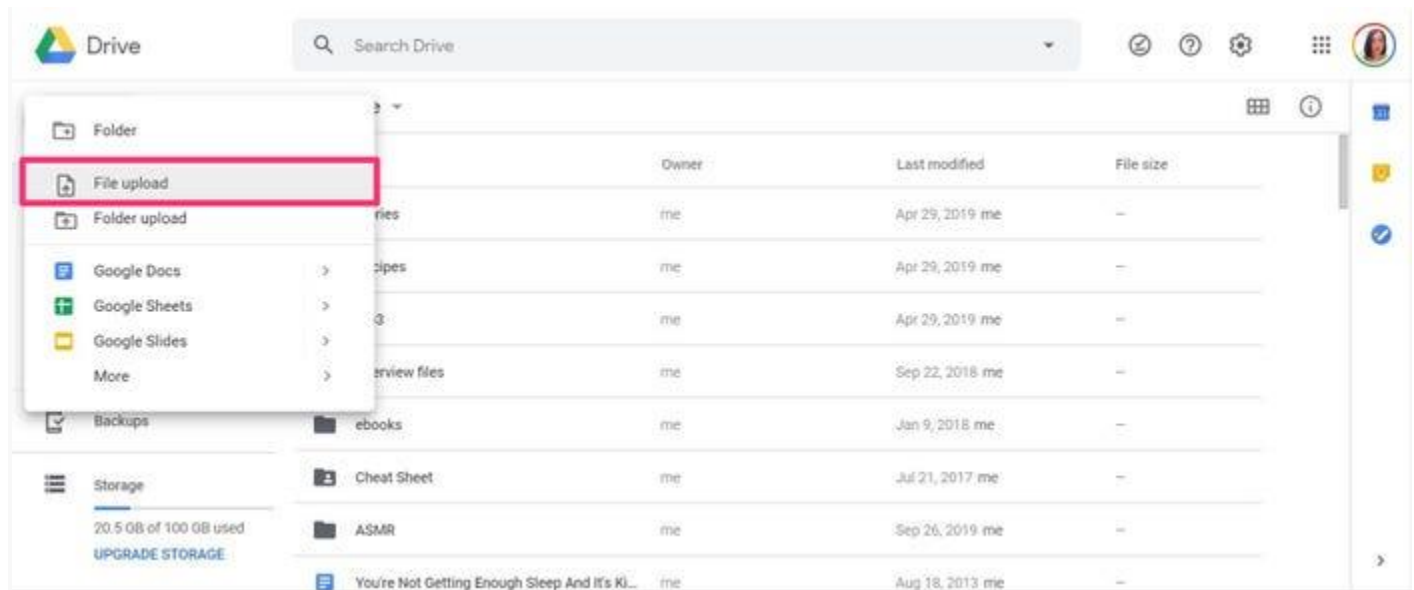


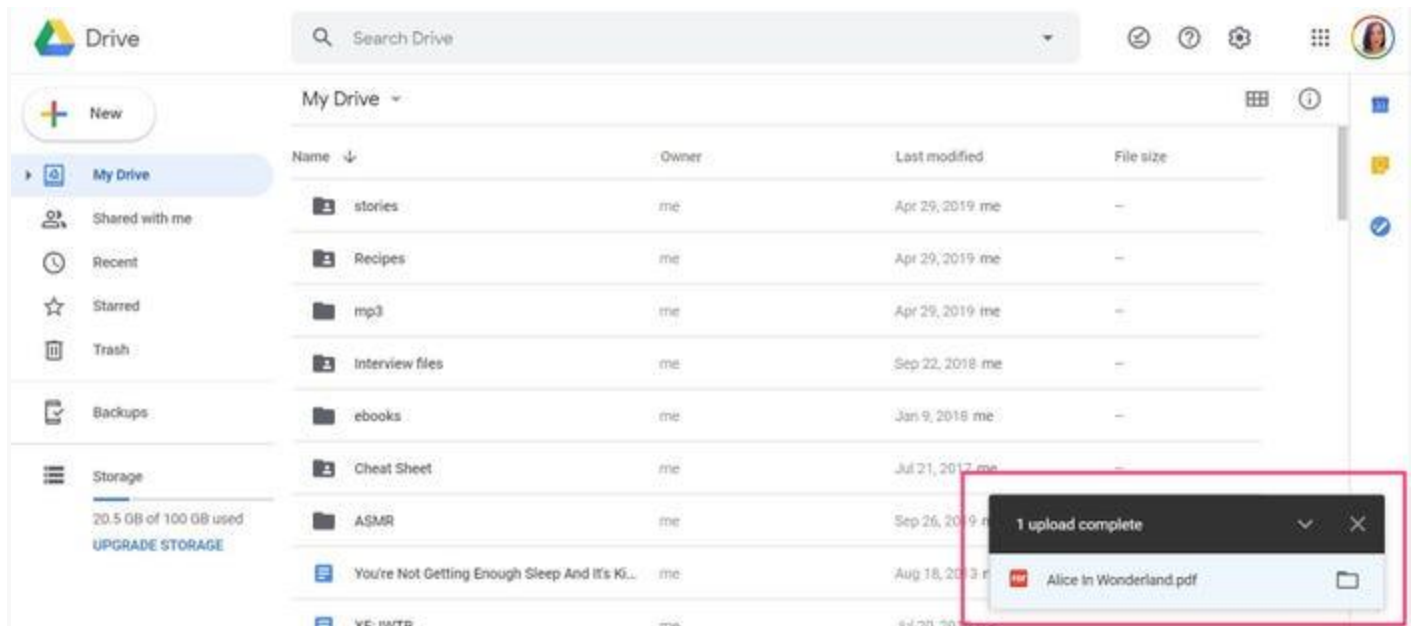
How to convert a PDF to a Google Doc

1. Log into your Google account if you haven't already.
2. In the upper-left hand corner of your screen, click "New," then click "File upload."



Click "File upload" from the menu. Jennifer Still/Business Insider

3. Locate the PDF file on your computer's hard drive and double click to upload it.
4. When the download is complete, you will be informed via a small box on the lower right-hand side of your screen with a green check mark next to the file name.

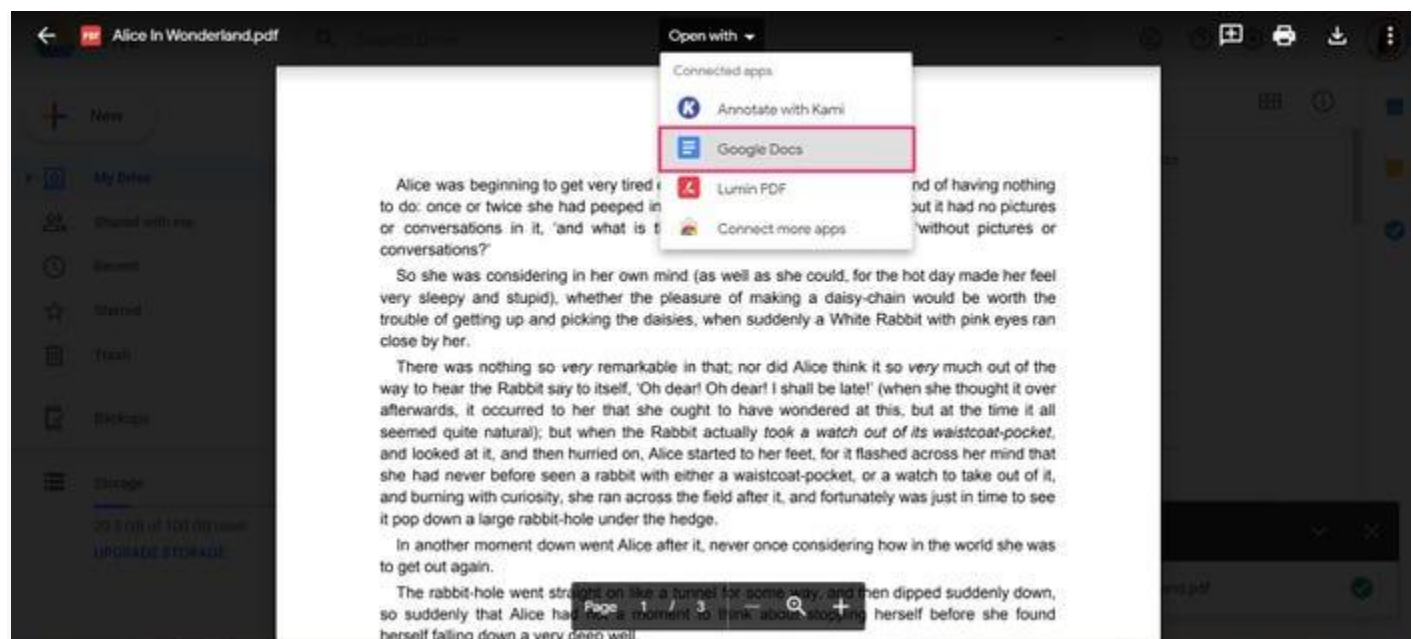


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5. Click on the file you uploaded to launch a preview window.

6. In the menu bar running along the top of the preview screen, click "Open with."

7. Click "Google Docs."



Click "Google Docs" to convert the PDF. Jennifer Still/Business Insider

8. A new tab will then launch with your document in Google Docs, allowing you to edit it as needed.

Note that the formatting of your PDF may change in its conversion to Google Docs, especially if it's not an entirely text-based document.